

**JOB TITLE:** Criminal Intelligence Analyst

**JOB CODE:** 15.19

**GRADE:** 18

**CLASSIFICATION:** Non-Exempt

**PURPOSE OF THE POSITION:** To perform professional, technical, and analytical work in the research, selection, collection, correlation, organization, analysis and evaluation of data for use in law enforcement activities and operations aimed at the prevention, suppression, and detection of criminal activity and the apprehension of criminals.

**MINIMUM QUALIFICATIONS:** An Associate Degree from an accredited college or university in Criminal Justice, Criminology, or field related to the area of law enforcement, plus three (3) years experience in research and analytical work in a criminal justice law enforcement organization, involving the skilled use of computer science spreadsheet, database, graphics, and similar software; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

- Considerable knowledge and understanding of the principles, practices, methods and techniques of criminal law enforcement, administration, and crime prevention.
- Considerable knowledge and understanding of police department policies, rules, regulations, practices and procedures.
- Considerable knowledge and skill in the use of computers and applicable software in research, analysis, evaluation, and statistical and graphic presentations.
- Knowledge of criminological theory, modus operandi and the ability to research, recognize, detect, forecast or project patterns and trends of criminal activity in terms of time, location, type, suspects, victims or other factors.
- Knowledge and understanding of the use of national, regional and local networks and databases in the analysis and evaluation of criminal activity.
- Ability to communicate clearly, orally and in writing, and to make accurate, factual, concise, well-organized and effective statistical and analytical reports and presentations.
- Ability to conduct studies and design new and revised analytical systems and methodologies utilizing statistical operational analysis techniques.

**ESSENTIAL FUNCTIONS:**

- Designs/Develops methods of gathering, collating, selecting, organizing, analyzing and evaluating significant criminal activity data for the purpose of aiding in the prevention, detection and suppression of crime.
- Designs/Develops methods for correlating crime data in the determination of patterns, trends, and characteristics of criminal activity within the City of Sarasota and surrounding areas.
- Develops computer usage plans and systems for crime analysis; writes and edits programs, utilizes existing or establishes new or modified databases and related records, develops presentation formats, and compiles statistical and analytical reports and statements.
- Conducts studies and performs research of criminal investigations and intelligence documents relating to organized crime, terrorism, and professional criminal activity and

prepares reports on trends, patterns, characteristics and projected activity. Conducts oral briefings.

- Works closely with supervisors and commanders of criminal investigation, support services and other Police Department organizations in planning for future budgetary requirements and other staffing and equipment needs, programs and activities to prevent, detect and suppress criminal activity.
- Participates in the development of training programs to meet projected increases in types or locations of criminal activities.
- Develops biographical or criminal activity profiles for use in detection and prevention of crime.
- Attends and represents the department at meetings and conferences on crime analysis activity and participates in the coordination of the City's crime analysis activity with those of national, State, or local agencies.
- Assigns and supervises the work of other employees as may be assigned full time or part-time to assist in the performance of the crime analysis activity.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACTS:** Contacts are with other officers and employees of the department to obtain/provide information, and with the Information Technology Department and other City departments to obtain or provide assistance relating to the crime analysis activity. Contacts are also established and maintained with personnel of other law enforcement agencies and jurisdictions to share information and data on crime analysis activities and developments.

**SUPERVISION RECEIVED:** Under the supervision of the Police Chief or designated representative who assigns and reviews work, and establishes priorities for accomplishment. Work is primarily reviewed for adequacy and completeness and results achieved. Incumbent is expected to use considerable initiative and judgment in planning and developing systems and procedures and in making presentations of information and data.

**SUPERVISION EXERCISED:** Assigns and reviews the work of such full time or part-time employees as may be assigned to assist.

**PHYSICAL REQUIREMENTS:** Normal physical activity in an office environment plus extensive use of computer screens requiring visual acuity.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Police Chief or designated representative.